

## Job Posting

### Program Coordinator – Assisted Living (Temporary)

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Cascade Connections is seeking compassionate and dedicated employees to join our team immediately. We strive to employ individuals who desire to make a difference in others' lives by enhancing every aspect of the lives of adults with disabilities. Support includes daily life skills, community integration through outside activities, and assisting in medical care.

**Position Title:** Program Coordinator – Assisted Living

**Reports To:** Program Director – Assisted Living

**Level & Employment Type:** Level II - Full-time offering paid leave time, medical, dental, vision, & 401K benefits.

**Starting Wage:** \$14.75 per hour

#### **Qualifications:**

Ability to work well with people and demonstrate leadership qualifications. Must have approximately 2 years of higher education or 2 years' experience in Social Service work; prefer a minimum of 3 years working directly with people with disabilities.

#### **Position Description:**

This position is a full-time, two-part position. The first part of the position will consist of a minimum of 8 hours of direct service to clients on the floor and the other part will be 32 hours of indirect client service in the form of office work. Hours of direct client service may fluctuate week-to-week depending on client need and staff availability. The hours for the position will be 40 hours per week. A schedule of either Tuesday thru Saturday or Sunday thru Thursday will apply. The PD will assign. The PC will be scheduled to work at least 1 shifts on the floor each week assigned by the Program Director.

#### **Job Summary:**

To advocate for the people the program supports; ensuring the program promotes individual choices and personal growth. The Program Coordinator will be responsible for staff training and overseeing programmatic issues. The Program Coordinator will be the team leader for training and will assist staff to obtain job training beyond the minimum requirements. The Program Coordinator will also help create and maintain a positive working environment where each staff feels they are a valued member of the team.

#### **Job Requirements:**

1. Be a liaison. Establish and maintain positive communication and working relationships with participants and their guardians, family members, neighbors, visitors and other agencies.
2. Will confer with the Program Director on a weekly basis.
3. The Program Coordinator will at all times act in a professional manner ensuring staff and client records and information is kept confidential.
4. Will abide by the Agency policies and procedures and ensure staff understand the Agency policies and procedures. In the event an employee is not following policy/procedure, it is the

- responsibility of the Program Coordinator to immediately report the employee to the Program Director so that the appropriate training/discipline can be administered.
5. Assist the Program Director with fund raising activities.
  6. Report unusual or emergent situations to the Program Director.
  7. Participate in all designated in-service trainings and attend all staff meetings as directed by the facility Program Director.
  8. Assist and instruct participants in emergency evacuation procedures.
  9. Document any unusual occurrences on incident report forms within 24 hours of the incident and place in IR box/folder for review by management. Emergent incidents should be reported immediately to the Program Director. (Death of a participant, abuse, hospitalization, injuries or illnesses requiring care beyond first aid, missing participants.) Immediately report suspected or alleged abuse or neglect to Residential Care Services (Complaint Resolution Unit) and the Program Director.
  10. Document hours worked on time sheets at the beginning and end of each shift and sign and turn them in to the Program Director by due date. Note: for group homes, staff must clock in and out on the time clock as well as document on time sheets.
  11. Strive to offer participants support, guidance, and direction in carrying out their responsibilities, activities and decisions.
  12. Set a warm, accepting environment conducive to learning.
  13. Carry out basic household chores such as cooking, cleaning, doing laundry, etc. Observe house conditions regularly for cleanliness, working order and safety.
  14. Make minor repairs on the facility or equipment and/or report maintenance issues to the Program Director. This includes maintenance issues involving client equipment such as wheelchairs, Hoyer lifts, shower/bathing chairs, etc.
  15. Help keep the facility and vehicles clean and organized, reporting any damage or problems that might require further attention to the Maintenance Staff (if applicable) and/or Program Director.
  16. Document meal changes on menus and perform weekly temperature checks for food (per Food Safety WAC, refrigerators, freezers, and water temps, etc.)
  17. Staff's may be asked to do a wide variety of tasks/activities to maintain the facility and to maintain the health and safety of the participants.
  18. To provide staff with training and support in order to enable staff to do his/her job to the best of his/her ability. The Program Coordinator will be knowledgeable on the agencies' Individual Instruction and Support Planning tool and how programs are to be developed and implemented. The Program Coordinator will pass on this information and will ensure that each staff member works with the people the agency supports in a manner consistent with the Agency's Philosophical Values.

### **PC1 Specific Tasks:**

1. PC1 will coordinate and arrange for all new employee training and coordinate with PC2 to ensure all staffs receive the required training in the required time frames as listed in the state WAC's for all trainings requiring recertification which includes but may not be limited to: First Aid/CPR, HIV/Hepatitis B training, background checks, Food Handlers cards, etc. New employee training/requirements include but are not limited to: 2-Step TB tests, Nurse Core training and delegation, and training to meet the Home Care Aide certification unless otherwise grandfathered in by meeting other criteria, i.e. CNA's, etc. (the above does not include all required training). The P.C. will be provided a list of required trainings for all new and current employees.

2. Will be required to generate and post staff schedules at least 2 weeks in advance. The Program Coordinator will receive the amount of contract hours designated for direct client care. The P.C. will also be given the amount of hours each staff is to receive weekly. All staffing schedules must be submitted and signed by the Program Coordinator and approved and signed by the Program Director prior to being posted. Any staff wishing to make adjustments to their schedule may submit their request to the Program Coordinator, but all final decisions will be made by the Program Director. Adjust schedule accordingly to ensure proper coverage for all shifts. Monitor staff overtime and inform PD if/when overtime is anticipated to occur.

3. Generate the on-call schedule.

4. Review employee time sheets for accuracy.

5. Place new time sheets in time sheet binder each month.

6. Client Finances

- PC1 will ensure all client finances are accurate and up to date
- Ensure there are receipts for all purchases
- Reconcile all client accounts including petty cash and debit accounts within one week of receiving bank statement. Petty cash accounts should be reconciled weekly.
- Ensure all Rep. Payee annual reports are filed
- Oversee other advocates to ensure they are entering data into quicken in a timely manner, transferring funds, making necessary purchases, and paying bills.
- Reconcile EBT funds for all clients.
- Monitor client trust funds and ensure receipts are being turned in and sent off for reimbursements.

7. Ensure all client PBSP plans are up to date and working effectively. PC1 does not need to write all PBSP plans but must ensure they accurately reflect the needs of the clients and are current.

8. Monitor all client inventory forms for accuracy.

9. Coordinate with PC2 to attend IISP/ISP meetings.

10. At the beginning of each year, assist other advocates with archiving client records and creating current binders.

11. Have a working knowledge of the Residential Service Guidelines and Positive Behavior Support Policies. The Program Coordinator will act as a role model for the staff and help the staff understand these guidelines and policies and implement them.

12. Attend interviews when requested by the PD. Offer input in order to assist the Program Director with staff hiring. When necessary the PC will attend staff disciplinary hearings to act as a neutral witness during the disciplinary process. In the event the Program Director is absent, the PC will notify the Executive Director and inform him/her of the situation. The Executive Director will make all decisions regarding staff discipline and termination during the absence of the Program Director.

13. Coordinate all new employees and advocate training with PC2.

14. Meet with PC2 and advocates on a bi-weekly basis.

The preceding job description outlines the basic responsibilities of the Program Coordinator 1 position. The intent of this job description is to provide a general guideline for PC1 to perform the essential functions of the job.

**PC2 Specific Tasks:**

1. The Program Coordinator will coordinate with PC1 to ensure that the staff receives the required training in the required time frames as listed in the state WAC's for recertification which will include but is not limited to: First Aid/CPR, HIV/Hepatitis B training, Background Checks, Food Handlers Cards, etc.

PC2 will also monitor, coordinate and schedule the required amount of continuing education hours annually for each employee.

2. Create new employee files and maintain current employee files. PC2 will ensure staff files are complete, neat and consistent and all certificates are kept current in employee files. PC2 will be provided a list of all documents that must be maintained in employee files.
3. Ensure at least 3 references checks are completed for applicants being considered for employment.
4. Ensure client release forms are completed annually.
5. Oversee all client NCP's, ISP's/IISP's, and goals. PC2 is not responsible for creating these documents, but will oversee to ensure these things are being completed and are current.
6. Client Medical/Medical books: PC2 will ensure all clients have annual physicals and at a minimum annual dental exam.
7. Ensure prescriptions are up to date.
8. Psychotropic drug forms are current for applicable clients.
9. Monitor client medications weekly to ensure expired/discontinued meds are removed from cabinet and cupboard/med room is in order to avoid medication errors.
10. Check in weekly with med order staff to ensure there are no problems or missing medications.
11. Enter client meds into MAR's sheets monthly and ensure data is accurate. When changes to MAR's need to be made due to discontinued meds, dosage changes, etc. these should be either entered by PC2 and verified by the PD or entered by another advocate and verified for accuracy by PC2.
12. Monitor MAR's for missed meds
13. Coordinate with PC2 to attend IISP/ISP meetings.

14. Have a working knowledge of the Residential Service Guidelines and Positive Behavior Support Policies. The Program Coordinator will act as a role model for the staff and help the staff understand these guidelines and policies and implement them.
15. Attend interviews when requested by the PD. Offer input in order to assist the Program Director with staff hiring. When necessary the PC will attend staff disciplinary hearings to act as a neutral witness during the disciplinary process. In the event the Program Director is absent, the PC will notify the Administrator or Residential Services and inform him/her of the situation. The Administrator or Residential Services will make all decisions regarding staff discipline and termination during the absence of the Program Director.
16. Coordinate all new employees and advocate training with PC1.
17. Meet with PC1 and advocates on a bi-weekly basis.

PC2 will advocate for one client which will include, but is not limited to overseeing that individuals': finances, medical, NCP, IISP/ISP, PBS plans, parent/guardian contact, progress reports, etc.

**Cascade Connections is an Equal Opportunity Employer and stands committed to Affirmative Action.**